

**WILLIAMSBURG CITY COUNCIL  
WORK SESSION  
August 8, 2005**

The Williamsburg City Council held a work session on August 8, 2005, at 12:00 Noon, in the Large Conference Room, Third Floor, of the Municipal Building.

**ATTENDANCE**

Present were Ms. Zeidler, Messrs. Haulman, Scruggs, Chohany, and Freiling. Also present were City Manager Tuttle, City Attorney Phillips, and City Clerk Crist.

Staff Attending: Department Heads: Clayton and Assistant City Manager Miller. Carolyn Murphy was also present.

**CALL TO ORDER**

Mayor Zeidler called the meeting to order. She noted that the work session was reorganized from the usual time and location in order to hear Mr. Tingle's presentation.

**BACKGROUND PRESENTATIONS/DISCUSSIONS**

**Municipal Space Needs Study, Tom Tingle, Architect, Guernsey Tingle Architects**

Reference for this item was Mr. Tuttle's report dated August 4, 2005, that included a copy of Space Needs Study—2005 data report.

Mr. Tingle began his slide presentation (see attached) by noting that the objectives of the Space Needs Analysis was to provide programming and master planning to meet the needs for city services and personnel for the next two decades. The analysis looked at specific space need deficits on a department-wide basis in the downtown municipal center only. In 2004, Carolyn Murphy interviewed department heads to obtain information about projected space and personnel needs.

Mr. Tingle reviewed the "Space Needs Study" results for the City Manager and City Council, Finance, Commissioner of Revenue, Treasurer, Planning, Building Inspection, Public Works, Human Services, Police, Fire, Emergency Operations Center (EOC), Registrar and Williamsburg Redevelopment and Housing Authority (WRHA).

He reviewed five "bubble diagrams" of the Municipal Center which were created to show reutilization of existing buildings, the development of potential additions, and new construction. This is an opportunity to create a seat of government with a new Council Chambers, keep city offices together that have a strong customer-focused and teamwork interdependence, and an opportunity to consider options for expansion beyond twenty years.

Options A, A-1, B, C, D, D1, E, E1, and F provided various scenarios about how the city might accommodate future space needs. Included were suggestions to locate Human Services and the Housing Authority buildings together on Armistead Avenue on property

owned by the Housing Authority, relocate both the City Manager's office and Council Chambers in the same building, expand the Fire Station to include Fire Administration, expand the lower level of the Police building, and relocate the EOC to a more adequate space. Most options called for the demolition of the Stryker Building.

Mayor Zeidler thanked Mr. Tingle for his presentation.

Following Council's discussion with Mr. Tingle and Mr. Tuttle, Mr. Tuttle summarized Council's comments and direction:

- Locate the Housing Authority and Human Services together on Armistead Avenue, which does not have to be a signature building. The Housing Authority Board may be interested in this concept.
- Move the Emergency Operations Center from Stryker to the Fire Station or Police Building, which is practical and can be decided on apart from other actions.
- Keep the Planning and Public Works/Utility departments together.
- Use the first floor of the municipal building for the services most often used by the public such as Finance, Commissioner of Revenue, and Voter Registration.
- Locate Fire Department Administration at the Fire Station.
- Consider the future role of the City Manager in City government. The position has evolved to be more external and more community relations focused.
- Receive more information about the costs associated with preserving the Stryker Building. What is the building's historical significance, and what are its values and problems? The name "Stryker" is portable.
- Options A and F include most of what Council has concluded; both are workable options.

Mr. Tingle agreed to work with the City Manager's office on this long term process.

### **Open Forum**

**Mr. David Kranbuehl, 201 Harrison Avenue**, said he was impressed with the information provided throughout this meeting, especially the proposal of a new Housing Authority building and the low cost options. The City Manager's office and city departments should be in one building. Citizens do not want high-profile offices or political upfront offices. He favored a separate building for City Council with additional room for expansion. He looked forward to the next steps in the process.

No one else wished to speak. The session was closed.

### **Preview of August 11, 2005 Council Meeting:**

No additional information was requested.

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**City Council Communications**  
No reports.

**Schedule of Meetings: August 2005**

Council members received a copy of the meeting calendar for August.

**OPEN FORUM**

Mayor Zeidler opened the comment session. No one wished to speak.

The meeting adjourned at 1:40 p.m.

Approved: September 8, 2005

Jeanne Zeidler, Mayor

Shelia Y. Crist  
Clerk of Council